



CITY OF ATLANTA

Job Announcement

GROUND & BUILDING MAINTENANCE AREA SUPERVISOR

STARTING SALARY: \$33,845

Salary Grade: 15

Applications Accepted From: June 20, 2005 until July 1, 2005

Minimum Job Requirements

Applicants for this position must have a high school diploma or GED required; three years experience in building and grounds maintenance in a similar sized jurisdiction; supervisory experience is required. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Licenses and Certificates*

Applicants for this position must possess a valid driver's license at the time of application. A valid Georgia driver's license must be presented for verification at the time of appointment.

Duties of the Job:

This employee has the responsibility to supervise the grounds and building maintenance activities for the Bureau of Water in the Department of Watershed Management. Responsibilities include oversight of grounds/landscape contractor activities; coordinating the daily activities of the grounds and building maintenance personnel; planning and scheduling yard repairs and chemical applications; evaluation of bid packages; process invoices; resolve complaints with vendors and if necessary file vendor complaints; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants whose qualifications they deem most commensurate with the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification of these requirements will be required prior to appointment.